



# Parent Handbook

*"Train up a child in the way he should go, and when he is  
old he will not depart from it."  
Proverbs 22:6*

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Dear Parents,

We welcome you and your child to Noonday Christian Academy. The purpose of this handbook is to provide you with information regarding policies, procedures, and programs at Noonday. Please read it carefully and contact your child's teacher or the school office if you have any questions.

Noonday Christian Academy is a non-profit early childhood education program. We believe that guidance by skilled, trained teachers allows your child's intellectual, spiritual, physical, social, and emotional development to progress smoothly and naturally. Our program is designed to promote and capitalize on a child's natural love for learning. We provide developmentally appropriate activities which involve discovery, experimentation, peer interaction, and active learning. Our goal is to prepare children to succeed and become lifelong learners.

Noonday Christian Academy believes parents are the most significant adults in a child's life and we look forward to partnering with you as you begin your child's education. We strongly believe that open communication between parents and our staff is essential to meeting your child's needs. We strive to create a partnership between parents and teachers to enable a child to reach his/her fullest potential.

We hope you find the information in this handbook useful as an orientation to our policies and services. Our staff is always available to answer any questions or concerns you may have.

Once again, welcome to Noonday Christian Academy! We are looking forward to a great school year!

Sincerely,

**Starla Chester**

Starla Chester  
Director

Dear Parents,

Welcome to the Noonday Family! Here at Noonday Baptist Church we think of ourselves as a family of faith, and now that you are part of Noonday Christian Academy, you are part of our family.

Science and psychology are constantly reminding us of the importance of the preschool years in the development of a child. The preschool years are critical - not just in academic development, but also in the areas of social, emotional and especially spiritual growth and maturity. You could not have chosen a better place for your child during these precious, formative years. Noonday Christian Academy is dedicated to honoring Christ and promoting family. We as a church could not be prouder of our Academy and Director, Starla Chester.

We look forward to ministering to you and your family this year through the Academy as well as other ministries of our church. If you and your family do not currently have a church home, we would love to have you as one of our guests on a Sunday morning. Our traditional service begins at 9:30am and the contemporary at 11:00am.

I am also available to you and your family. If I can be of any help to you this year, please contact me at the church office at 770-926-6138.

Sincerely,

**Dr. Mark Somers**

Senior Pastor  
Noonday Baptist Church

## Noonday Christian Academy Purpose

Noonday Christian Academy is a non-profit early childhood education program that was established to extend the ministry of Noonday Baptist Church by providing care, education, and developmental opportunities in a Christian atmosphere where each child can reach his/her greatest potential and to provide a program of ministry and outreach to families.

## Noonday Christian Academy Beliefs

**We believe there is only one true living God that is loving and just.** Jesus Christ, God's Son, died on the cross to enable all people to come to know Him, and that through salvation they might have eternal life.

**We believe that each child is a unique individual.** We are sensitive to a child's spiritual, social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences.

**We believe that children deserve to be children.** We establish consistent, age appropriate limits to help children function in their world. Our program is designed to develop in children a sense of independence and responsibility.

**We believe parents are the most significant adults in a child's life.** We strive to create a mutual respect between parents and teachers; a partnership for the benefit of the child. We encourage communication between parents and teachers. Our doors are open to parents at all times.

**We believe that learning is a sequential process and that children grow and develop at their own rate.** Pressure and unreasonable expectations tend not to be productive. Instead, we lend positive reinforcement to children's attempts to master skills appropriate for their age level.

**We believe children learn by doing.** When provided a variety of materials appropriate for his/her level of development, the child will learn necessary skills without undue stress or pressure.

**We believe that the strength of our program is in the dedication of our teaching staff.** We support our teachers with training, resources, and freedom to create unique learning experiences for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring, loving, and nurturing environment and foster each child's creativity and positive self-image.

## Noonday Christian Academy Goals

The goal of Noonday Christian Academy is to provide an early childhood educational environment that provides your child with:

- ❖ A positive introduction to an educational environment
- ❖ Experiences that will foster intellectual, spiritual, physical, social and emotional growth
- ❖ An environment of positive self concept and a feeling of self-worth
- ❖ Visual, motor, and tactile skills which foster the development of perception
- ❖ Activities in which a child can be successful everyday
- ❖ Growth in creativity
- ❖ Reasoning, thinking, and problem-solving skills
- ❖ Language experiences through everyday activities that develop eager readiness for reading when a child is ready
- ❖ Work jobs and activities that will lead to success in mathematics
- ❖ On-going experiences that will expand a child's knowledge of himself, and the world around him
- ❖ A love of learning through daily activities that are success oriented
- ❖ Personal attributes of responsibility, initiative, and independence

## Student/Teacher Ratios

Student/teacher ratios at Noonday fall below Georgia State requirements. The stated ratios may vary slightly through the school year. **At the Director's discretion, some classes may exceed the stated ratios by no more than two children.** Ratios are as follows:

MMO classes	6:2
2 YR classes	10:2
3 YR classes	12:2
4 YR classes	14:2
5 YR classes	14:2
Kindergarten	14:2

## **Admissions**

Children who are 15 months through Kindergarten are eligible to apply for enrollment at Noonday Christian Academy. Admission requirements and enrollment procedures are as follows:

- Noonday Christian Academy welcomes children of any race, color, nationality, and ethnic origin.
- Children must be the age for the class they are attending by September 1st.
- Children in the two-year old program who wish to attend more than 2 days, must turn two by the first day of school.
- Children may be retained at the parent's request.
- If not fully potty trained, children in the 3-year old program must be in the process of being potty trained.
- Children 4 years and older must be fully potty trained.
- Student registration takes place in February. Registration is opened first to current students and siblings and Noonday Baptist Church members. Registration opens to the public 2 weeks after in-house Registration.
- Class lists will be determined based on gender, teacher recommendations and the best interest of the class.
- Teacher requests will be taken into consideration but cannot be guaranteed.
- Children not placed will be put on a waiting list.
- Children applying for the older 4/young 5's class must have attended at least one year of preschool and be recommended for that class by their current teacher. These children must turn 5 by December 31st. Exceptions may be made at the discretion of the Director.
- Placement of all students enrolled at Noonday Christian Academy is left to the discretion of the Director.

## **Required Records**

The following documents must be on file by the first day of school:

1. School registration form
2. School carpool form
3. Immunization form 3231
4. Certificate of vision, hearing, dental & nutrition form 3300 (Kindergarten students only)
5. Copy of child's Birth Certificate
6. Signed Parent Acknowledgement

## **School Staff**

The staff of Noonday Christian Academy consists of highly trained, dedicated and loving Christian individuals who will love your child and work with you to "train them up in the way they should go." All staff members are infant/child/adult CPR certified, receive First Aid training and have passed Background checks.

All Staff members participate in Professional Staff Development opportunities that include monthly staff meetings, educational workshops and conferences, and age-level team meetings. While all teachers plan as a team and follow the same curriculum, each teacher is an individual with different teaching styles and teachers are not required to duplicate each other.

While our staff is trained, we are not equipped to serve children with significant learning disabilities, emotional disturbances, hyperactive behavior or learning impairments. If at any time we feel we are not equipped to provide your child with what he/she needs, we will require additional testing to determine what is best for your child. For your child to remain at Noonday, you will be required to comply with our request for additional testing. This is done in the best interest of your child, the other children in the class, and the school.

## **Our Program**

Noonday Christian Academy is a member of the Georgia Preschool Association. We provide age-appropriate, hands-on activities which capitalize on a natural love for learning. Developmentally appropriate activities which involve discovery, experimentation, peer interaction, and active learning allows our trained staff to guide your child as he/she grows intellectually, socially, emotionally, physically and spiritually.

Our preschool program has been developed using a variety of early childhood resources. While we have adopted the Wee Learn Program as our primary curriculum, our teachers are constantly bringing new ideas and activities into the classroom. The curriculum adopted by Noonday incorporates pre-math skills, language arts/phonics, science, art, social studies, music, and fine and gross motor skills into daily activities.

The Kindergarten curriculum uses a variety of resources as we prepare your child for first grade. Pearson Learning, Scholastic, and Harcourt & Brace are just a few of the resources we use to support our math, science, social studies, reading and spelling programs.

Preschool and Kindergarten classes participate in a variety of "specials" weekly; Music (2's & up), Library (2's & up), Stem Room (3's & up), and P.E. (3's & up). Chapel is held monthly. Bible stories, activities and Christian basics are incorporated into daily activities.



## Registration Fees & Tuition

**Registration Fees** are due at the time registration. Children are not considered registered until the fee is paid. Registration fees are non-refundable after May 31st. If a child is withdrawn before May 31st, a \$50 Administrative and Processing Fee will be withheld.

**Tuition** is due on the 1st day of each month, August - May. Tuition is based on the entire year divided into ten equal payments. Tuition is constant regardless of the number of days in a month or holidays taken. Please return your child's tuition to school in the envelope provided. Tuition is considered late if not paid by the 6th of the month, and a late fee of \$20 will be added. If a check is returned to us, a \$20 service fee will be added. Only cash payments will be accepted if two returned checks. If an account is delinquent in excess of 30 days and an acceptable payment arrangement has not been made, your child may not return to class until tuition is paid in full.

**Discounts:** A 10% tuition discount is given for the second and third child in the same immediate family. A 2% discount is given if the total annual tuition is paid on or before the first day of school.

**Withdrawal:** Noonday Christian Academy is a non-profit early childhood learning center supported by the registration and tuition payments of its students. We consider each child enrolled for the entire school year unless otherwise notified in writing. If you withdraw your child after the school year begins, we ask that you submit one month's written notice or pay one month's tuition. Exceptions cannot be made for absences due to illness, vacation, etc.

## Days and Hours of Operation

The Preschool classes are in session from 9:00am - 12:50 pm Monday - Friday.

**Preschool students cannot be dropped off before 8:55 am** as Noonday falls under the Georgia state "exempt status for churches and preschools" and is not a licensed daycare. Therefore, the Preschool cannot legally operate for more than four hours per day. Your understanding and cooperation in this area is appreciated and fully expected.

Our **holidays and school closings** follow the Cobb County Public Schools calendar with the following exceptions: Noonday classes begin 1-2 weeks after public schools in August and end 1 week before in May. Additionally, we are closed on Good Friday. Please check your child's calendar for any additional dates.

**Weather closings due to snow, ice, tornadoes and other inclement weather will follow Cobb County Schools; if Cobb is closed, we are closed; if Cobb has a 2-hour delay, we will open at 10:00am.**

## Carpool

You will be asked to fill out a carpool release form at the beginning of each school year, where you can provide names of anyone who has permission to pick up your child from school. **We will only release your child to those listed on the carpool form.** You will be provided a carpool number that we ask you to display when picking up your child. We recommend hanging your carpool number on the rearview mirror using a child's pant hanger. Please keep this number displayed until your child is placed in your car at the end of the day. **Preschool carpool is available in the mornings from 8:55 - 9:15 and after school from 12:50 - 1:10. Kindergarten carpool is available 8:15am - 8:20am & 1:20pm- 1:25pm.**

### **FOR YOUR CHILD'S SAFETY:**

**No cell phone use while carpool is in progress**

**Do not allow your child to hang out of the window or sunroof**

**Do not allow your child to sit in your lap**

**Make sure your car is in park when children are exiting or entering the car**

**Doors open at 8:55am for drop off.** Please have your child ready to exit the car as quickly as possible from the passenger side. If you are leaving a car seat, please have it labeled and park your car to unload it. If your child is refusing to exit the vehicle, you may be asked to drive around the parking lot again or park, so as not to hold up the carpool line. We will not open doors of cars with dogs inside as we have had problems in the past with defensive dogs. If you arrive after morning carpool, please walk your child to the door.

**Afternoon carpool begins at 12:50pm. You are considered late if you arrive after 1:10pm.** Please remember to display your carpool number until your child is safely in your car. You may remain in the carpool line while you secure your child's car seat; our staff is not permitted to buckle car seats. **Afternoon carpool for kindergarten students begins at 1:20pm. You are considered late if you arrive after 1:30pm.**

**Late fees** will be charged if you arrive after the doors have closed for pick-up. You will be charged \$10 for the first 5 minutes and \$1 for every minute thereafter.

As stated above, we will only release your child to those listed on the carpool form. If a situation arises and someone not listed on the form needs to pick up your child, we ask that you send a note to the teacher. We will ask that person for picture ID and for the security code number you provide us.

Children follow by example! As a Christian parent, you are expected to display **appropriate behavior** toward Noonday staff and other parents. At carpool, verbal confrontation, rude gestures, or otherwise inappropriate behavior may result in your child's dismissal from the program. Grievances or concerns should be brought to the attention of the Director.

We strongly encourage you to use carpool! However, if you choose to walk your child into school, please hold his/her hand when walking in the parking lot. Also, please remember that carpool is not the time for a teacher conference as the teacher will be greeting each child as they arrive. If you need to conference, please schedule a time as we are always willing to meet with you.

## Health Policies

The State Immunization Law Bill, House Bill 427, requires all children in our school to have **Certificate of Immunization (Form 3231)** signed by your doctor or the Health Department on file in the school office. If you choose not to immunize, a signed, notarized form must be on file. Kindergarten students are also required to have a **Certificate of Vision, Hearing, Dental and Nutrition (Form 3300)** on file. These forms must be on file by the second week of school.

We believe in providing a physical environment that is safe, clean, and healthy. **For the benefit of all children, a child who has experienced the following symptoms should be kept home from school:**

- Fever within the previous 24 hours
- Nausea, Vomiting or Diarrhea
- Pink Eye
- Skin Infections such as impetigo, ringworm, staph, or any unexplained rash
- Any Symptoms of Childhood Diseases (Measles, Chicken Pox, Whooping Cough, etc.)
- Severe Cold or Cough
- Sore Throat

If your child exhibits any of these symptoms at school, we will call you to pick up your child. Please **notify** us at once, if your child has a contagious illness or one of the following **communicable diseases:** Fifth Disease, Hand/Foot/Mouth Disease, Pink Eye, Hepatitis A or B, Measles, Mumps, Meningitis, Strep Throat, Scarlet Fever, Thrush, Chicken Pox, Whooping Cough, or if your child has Lice, Scabies, Impetigo, Pinworms, etc.

Please know that we play outside everyday weather permitting. If your child is too sick to play outside, they are too sick to be at school.

If your child becomes sick or injured at school, you will be notified as soon as possible. If the injury is minor, a Boo-Boo report will be sent home on your child's book bag.

Teachers, assistants and volunteers will not administer medications to any child. Exceptions must be approved by the Director and medications will only be administered by school staff. Medications will be kept in the school office and a signed, notarized Health Form must be on file.

**Epi-Pens and inhalers** for emergency use are permitted for children with severe allergies.

## Food

Children should eat breakfast before they arrive at school in the morning. Children will eat lunch during their class time. Please send a nutritious, ready to eat, bagged lunch to school each day. Do not send drinks with your child, as all children will be given water to drink.

**Please make your child's teacher and office staff aware of any food allergies your child may have. The teacher will inform the entire class of any food restrictions.** For the safety of all children, if a student in your child's class has a food allergy, your child's teacher may ask that particular food not be included in your child's lunch.

**Birthdays** are a special day for your child. Please contact the teacher if you would like to send a special snack on your child's birthday. You may furnish a special snack, plates and napkins. **Please, no party hats, favors, balloons or candles.**

## Field Trips

Noonday Christian Academy provides "in-house" field trips for the entire school. 5-year old classes and Kindergarten classes occasionally go on off-site field trips. The cost of all field trips is covered in the annual registration fee. Signed permission slips must be on file for each off-site field trips.

If a parent is asked to provide transportation for a field trip, the Field Trip Driver Form must be on file prior to the field trip providing proof of insurance AND parent drivers must have completed a background check. Parents assume full responsibility in the event of accidents, thus releasing Noonday Christian Academy and Noonday Baptist Church from any responsibility or liability. In addition, parents will be responsible for any applicable entry fee for the trip. Your full attention needs to be given to the children in your care, therefore, you must make arrangement for siblings. **Cell phone use** while acting as a driver or chaperone is prohibited except in case of emergency.

## Clothing

We believe children should be dressed comfortably and ready for action! We recommend washable, comfortable play clothes that are easy for the child manage. Girls should wear leggings or shorts under dresses or skirts. Shoes should fit securely by buckle, Velcro or tie on the child's foot. **Tennis** shoes or rubber soled shoes are the safest and strongly encouraged. Please, **NO CROCS, FLIP FLOPS, SANDALS, OR COWBOY BOOTS.**

Attire for Physical Education classes for 4, 5, and Kindergarten classes **must** include tennis shoes. PE classes are held weekly, however, weather permitting, playground activities are scheduled daily. For their safety, children not dressed appropriately may not be allowed to participate in these activities.

## Behavioral Issues

Noonday Christian Academy believes that responsible behavior develops most readily in an environment of encouragement, acceptance, understanding, and consistency. Each student is expected to be considerate and courteous of fellow students and staff. Good behavior is expected and praised. Any action which causes or has the potential to cause harm to others or damage property will not be tolerated.

When negative behavior occurs, it is addressed as follows:

1. **Redirection** - Channel the child's attention elsewhere by offering another activity.
2. **Problem Solving** - Give and show examples of expected behavior.
3. **Consequences** - Match the consequence to the behavior that needs correction; i.e. if a child is throwing blocks, remove the child from that activity to another activity.
4. **Time Out** - Gives the child a chance to get feelings and actions under control.
5. **Office Visit** - If the behavior continues, a trip to the office to see the Director may be necessary. The Director will discuss with the student what a better choice or behavior might have been.

Communication with parents is essential. If negative behavior continues and we feel it is necessary, parents will be contacted in the following manner:

First occurrence: a letter will be sent home to parents

Second occurrence: a phone call to parents

Third occurrence: at the discretion of the Director, parents may be asked to pick up the child from school

## Zero Tolerance Policy

The campus of Noonday Christian Academy is a zero tolerance zone. **No smoking, drugs, alcohol or fire-arms are permitted on our campus or in our buildings.**

## **Special Needs**

Although our staff has the extensive Professional Staff Development training, we do not have the staff, materials or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe visual, auditory or learning impairments. If at any time we feel we are not equipped to provide appropriate education and care for your child, we will require additional testing to determine appropriate placement or services. For your child to remain at Noonday, you will be required to comply. This is done only in the best interest of everyone.

## **Additional Information**

**Developmental skills lists** for preschool children will be sent home at the end of the school year. **Conferences** for 4-year olds will be held in the spring. If at anytime parents or teachers feel an additional conference is needed, one will be scheduled.

**Report cards** for Kindergarten students are sent home four times. **Conferences** will be held in October and throughout the school year as needed.

**School pictures** are taken each fall and spring.

**Gifts for teachers** at special times during the year are appreciated but never required. Parents will be provided a list of the teacher's "favorites" upon request. If a parent organizes a class gift, please request donations rather than a specific amount. **Participation is purely voluntary.**